Code Modification for
Consultant Qualifications Coding

The Employee Qualifications Code will be utilized with the modifi-
cations listed below:

1. In the heading of the coding sheet, the following entries will
be made:

a. The serial number of the consultant or expert being coded.
This number will be obtained from a machine run of the status record
of consultants and experts to be supplied by the Planning and
Analysis Staff.

b. In coding the name, only the first three letters of the
last name will be used.

c. The date of completion of each code sheet may be entered.
It will not be transferred to the IBM cards.

2. In Column 14, SEX, the Employee Qualifications Code will be
modified as follows:

Code 1   male - no dependents
Code 2   male - dependents
Code 3   female - no dependents
Code 4   female - dependents

3. In Column 15, TYPE OF CONTRACT, the following code has been
added:

Code 1   consultant
Code 2   expert
Code 3   WAE (when actually employed) who are not assigned to
         T/O slots and whose records are maintained by the
         Office of Personnel

4. In Columns 16-20, TERMINATION DATE OF CONTRACT, the month, day
and year will be entered. The regular code for months will be utilized.

5. In Column 21, SCHEDULE, the following code will be utilized:

Code 1   Per day of service (PD)
Code 2   When actually employed (WAE)
Code 3   Without compensation (WOC)
Code 4   Each consultation (EC)
Code 5   Per hour (PH)

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6. In Column 22, FUND, vouchered or unvouchered, will be coded as follows:

    Code 1 Vouchered
    Code 2 Unvouchered

7. In Columns 33-38, OCCUPATIONAL EXPERIENCE, the sixth digit will indicate the following:

    Code 1 The field in which the individual is serving the Agency

8. In Columns 39-44 and 45-50, OCCUPATIONAL EXPERIENCE, the sixth digit will indicate the following:

    Code 2 Secondary field
    Code 3 Tertiary field

9. In Column 79, SECURITY, the following codes will be used:

    Code 1 Full clearance
    Code 2 Limited clearance (to a specific period)
    Code 3 Clearance pending
    Code 4 Restricted clearance (to a given office of project)
    Code 5 Combination of Codes 2 and 4 above.

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